

**ELK TOWNSHIP
COMMITTEE WORK SESSION MINUTES
May 21, 2019**

The work session of the Elk Township Committee was held on the above date in the Municipal Building. The meeting was called to order by Mayor Sammons at 7:00PM.

The Open Public Meeting Notice was read.
The Salute to the Flag was recited.

Present were: Mr. Hollywood, Mrs. Nicholson, Mr. Poisker, Mr. Rambo, Mayor Sammons, Mr. Considine, CFO, Mrs. Pine, Township Clerk and Mr. Bitgood, Engineer.

Approval of minutes of May 2, 2019 Regular Meeting and Closed Session
Motion by Mr. Hollywood, seconded by Mr. Poisker to approve the minutes of the May 2, 2019 Regular Meeting and Closed Session, motion carried with Mrs. Nicholson abstaining.

PUBLIC PORTION on Agenda Items only.
Motion by Mr. Poisker to open the meeting to the public, seconded by Mr. Hollywood, all were in favor, motion carried.
Mayor Sammons asked if anyone had any questions on agenda items to come forward at this time.
No one came forward.
Motion by Mrs. Nicholson to close the public portion, seconded by Mr. Hollywood, all were in favor, motion carried.

ORDINANCES:

O – 4 – 2019 – Ordinance Amending Chapter 87 Entitled “Streets and Sidewalks” of the Code of the Township of Elk **TITLE ONLY**
Motion by Mrs. Nicholson to approve Ordinance O-4-2019, seconded by Mr. Rambo, upon roll call motion carried.

Roll Call:	Mr. Hollywood	Yes
	Mr. Poisker	Yes
	Mrs. Nicholson	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

O – 5 – 2019 – Ordinance Creating a New Chapter of the Code of the Township of Elk Entitled “Peace and Good Order” **TITLE ONLY**
Motion by Mrs. Nicholson to approve Ordinance O-5-2019, seconded by Mr. Hollywood, upon roll call motion carried.

Roll Call:	Mr. Hollywood	Yes
	Mr. Poisker	Yes
	Mrs. Nicholson	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

RESOLUTIONS:

R-76-2019 – Appointing Official Tow Companies in Accordance with Chapter 95 of the Code of the Township of Elk
Motion by Mrs. Nicholson, seconded by Mr. Poisker to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

R-77-2019 – Insertion of a Special Item of Revenue in the 2019 Municipal Budget Pursuant to NJSA 40A:4-87 – TRICO JIF Safety Budget Grant

Motion by Mrs. Nicholson, seconded by Mr. Poisker to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

R-78-2019 – Insertion of a Special Item of Revenue in the 2019 Municipal Budget Pursuant to NJSA 40A:4-87 – TRICO JIF Wellness Incentive Grant

Motion by Mrs. Nicholson, seconded by Mr. Poisker to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

R-79-2019 – Insertion of a Special Item of Revenue in the 2019 Municipal Budget Pursuant to NJSA 40A:4-87 – NJ DOT Municipal Aid Program- Stanger Avenue

Motion by Mrs. Nicholson, seconded by Mr. Poisker to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

R-80-2019 – Award Contract for the Demolition of 380 Union Street, Block 73 Lot 3, to Mark Franchi Demolition and Yard Services

Motion by Mrs. Nicholson, seconded by Mr. Poisker to adopt and approve said Resolution, upon roll call motion carried.

Roll Call:	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

Mayor Sammons asked if the lender had forced insurance on the property. As far as we are aware there was no insurance on the property. The lender was a private individual.

When the demolition is complete a lien for the demo and Mr. Duffield's costs will be placed on the property.

A condition of the motion for demo, the Judge has given the owner the right to be present during the demo. The Chief of police has been made aware of this and plans to have an officer at the site also. Need to make sure the owner remains at a safe distance during the demo.

TOPICS:

South Jersey through Camden County Purchasing Office is putting out an RFP for Energy Services/ Natural Gas. Mr. Considine stated there will be a savings. This will be binding for 1 to 3 years. We will continue to pay the South Jersey Gas transmission costs, but the cost for natural gas will be a savings to the township. There is a form that will need to be completed and submitted if we are interested. Committee is in favor of joining in with the RFP.

Mr. Hollywood and Mr. Poisker have interviewed the applicants for the position of mechanic. Mr. William Barr was interviewed. The other applicant did not respond to calls.

Motion by Mr. Poisker, seconded by Mr. Rambo, to appoint William Barr as per diem mechanic for Elk Township at \$35.00 per hour. Upon roll call motion carried.

Roll Call:	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

The Mayor reached out to the website company and asked them to make some corrections to the website and if they would send someone out to train the employees on the website. We need to have step by step instructions with screen shots, on how to post and change all aspects of the website. A new section will be added as a committee for Stormwater.

Mayor Sammons attended the JIF meeting and they have been testing employee’s cyber security knowledge, by sending out phishing emails. Out of the 16 Elk Township emails, 1 person has opened the email. And there is 1 person who has not completed the cyber security survey. There is a June 11th scheduled meeting with Lou Romero from the JIF Cyber Security unit.

Code Enforcement/part time public works has offered to work additional hours. Mr. Considine said if he works more hours he would be considered full time. The other 2 part time employees are not able to put in the time due to their other jobs. They are starting to get behind in the other tasks that need to be completed.

It was decided to advertise for part/time seasonal public works laborer 20 to 30 hours a week at \$10 per hour. Must be 18 years of age with a valid NJ driver’s license.

The irrigation meter needs to be calibrated before use this year. Mr. Considine will see what we need to do to have it calibrated.

The gator we currently have is down for major repairs. A quote was received for \$12,300 for an extended bed gator, with a roof and windshield and a diesel motor. Mr. Considine asked if the gator falls under state contract. Mr. Rambo will find out. If not we will need additional quotes.

GLOUCESTER COUNTY REPRESENTATIVE – There was no representative present.

PUBLIC PORTION:

Motion by Mr. Hollywood to open the meeting to the public, seconded by Mrs. Nicholson, all were in favor, motion carried.

Mayor Sammons asked if anyone had any questions or comments or an issue they would like to bring to the township committees attention to come forward at this time.

No come came forward.

Motion by Mrs. Nicholson to close the public portion, seconded by Mr. Hollywood, all were in favor, motion carried.

PAY BILLS:

Motion by Mrs. Nicholson to Pay the Bills, seconded by Mr. Hollywood, upon roll call motion was carried.

Roll Call:	Mr. Hollywood	Yes
	Mrs. Nicholson	Yes
	Mr. Poisker	Yes
	Mr. Rambo	Yes
	Mayor Sammons	Yes

Motion by Mr. Hollywood to adjourn, seconded by Mr. Rambo, all were in favor, the meeting was adjourned at 7:49PM.

Respectfully Submitted,

Debora R. Pine, RMC, CMC
Township Clerk